



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
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NTCGLAKESINST 1306.7F
(T1)

6 JULY 1999

NTC GREAT LAKES INSTRUCTION 1306.7F

From: Commander, Naval Training Center, Great Lakes

Subj: PERSONNEL PIPELINE MANAGEMENT

Ref: (a) NAVEDTRA 135A

1. Purpose. To establish the policy for pipeline control within the Naval Training Center (NTC) and to define the primary functions of individuals involved in the management of the pipeline.

2. Cancellation. NTCGLAKESINST 1306.7E. This instruction has been substantially revised and should be reviewed in its entirety.

3. Background. Efficient execution of the training command mission requires that all activities under the cognizance of the Chief of Naval Educational Training, exercise strict control and management of the pipeline. Continual effective utilization of the Navy's available manpower demands that all commands institute procedures for reducing pipeline delays and providing rigid accounting procedures of personnel in the training pipeline.

4. Discussion. Pipeline Management is of major importance and is clearly visible to many echelons within the Navy and is of prime concern during triennial inspections. In this light, a spirit of cooperation and liaison must exist between all personnel involved in pipeline management. The NTC Pipeline Manager should be advised of actual or potential problems as they are discovered.

5. Responsibility. Reference (a) directs the designation of certain officials who bear the responsibility for the management of the pipeline. Within NTC Great Lakes the following functions are assigned:

a. Student Pipeline Manager (NTC ACOS-Training (T1)) is responsible for the overall coordination and periodic review of student management procedures, pipeline program accountability and ADP programs supporting the instructional mission. The establishment of a Staff Level Central Manager is not intended to dilute authority and/or responsibilities of command coordinators,

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but to provide close liaison and open communication between collocated commands.

6. Action

a. The Student Pipeline Manager will:

(1) Serve as an advisor to the Center Commander in pipeline matters.

(2) Provide assistance to command coordinators, where possible, in matters that cross command lines.

(3) Establish reports that will closely monitor the existing manpower situation, spotlight areas of administrative or processing delays and provide corrective action.

b. Commanding Officers of NTC Component Commands charged with a training mission will designate a Pipeline Manager/Student Control Officer whose specific duties are outlined in reference (a). Commanding Officers will promulgate instructions defining the authority and responsibilities of the manager/Student Control Officer(s).


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